

CITY OF CARMEL/CLAY TOWNSHIP, HAMILTON COUNTY, INDIANA

2018 SIGN PERMIT APPLICATION

ADDITIONAL REQUIRED MATERIALS:

- PRIOR APPROVALS (Letter of Grant or Building Permit Placard / Pink Application Page)
- SITE PLAN (Depicting all dimensions, setbacks and proposed sign location)
- SIGN ELEVATIONS (Depicting all dimensions, copy and color)
- BUILDING OR TENANT SPACE ELEVATION
 - (Depicting frontage dimensions and proposed sign location)
- LANDSCAPE PLAN: **Required** for ground signs
 - (Depicting the planting area, plant materials, mature heights and caliper)

DATE RECEIVED:

SIGN PERMIT FEES: (Please do **NOT** submit check until permit has been issued)

- ADLS AMENDMENT: **\$109 + \$27.00 PER SIGN**
- PERMIT APPLICATION: **\$103.00**
- SIGN ERECTION OR REPLACEMENT: **\$41.00 PER SIGN FACE PLUS \$1.95 PER SQUARE FOOT**

1. SIGN

PERMIT NUMBER:

SIGN COPY: _____ SIGN ADDRESS: _____

SIGN STATUS: NEW EXISTING SIGN DURATION*: PERMANENT TEMPORARY (*See #7 Disclaimers, pg. 3)

SIGN TYPE: WALL BLADE AWNING WINDOW GROUND BANNER SUSPENDED DRIVE-THRU PROJECTING CONSTRUCTION PORCH SALE/LEASE

SIGN AREA DIMENSIONS: _____ x _____ TOTAL SIGN AREA SQ. FT.: Requested: _____ Permissible: _____

WALL MOUNTED SIGNS: SPANDREL PANEL DIMENSIONS: Height: _____ x Width: _____
SIGN DIMENSION AS A % OF SPANDREL PANEL: Height: _____ % Width: _____ %

HEIGHT OF SIGN FROM GROUND: _____ NUMBER OF SIDES: 1 OR 2
(wall sign: measure to bottom of sign; ground sign: measure to top of sign)

BUILDING / TENANT SPACE FRONTAGE: _____ FT. SIGN DISTANCE FROM NEAREST R.O.W.: _____ FT.
(R.O.W. stands for Right of Way. The inside edge of sidewalk is often the end of the R.O.W. (City's property) and a good spot to measure from.)

LAND ACREAGE: _____ (Applies only to Temporary signs) SIGN FACE COLOR(S): _____

ILLUMINATION METHOD: INTERNAL EXTERNAL REVERSE-LIT/HALO NONE OTHER: _____

BUILDING TYPE: COMMERCIAL RESIDENTIAL INSTITUTIONAL MIXED USE OTHER: _____

IDENTIFY ANY EXISTING SIGNS ON SITE: _____

WHAT WAS THE NAME OF THE PREVIOUS TENANT (IF APPLICABLE)? _____

SHOPPING CENTER OR COMPLEX NAME: _____

2. ZONING ([click here to open the GIS Map](#))

ZONING DISTRICT: _____ PARCEL ID #: _____

OVERLAY ZONE: 31 Keystone Pkwy. Carmel Dr./Range Line Rd. Old Town West 116th St.
421 Monon Trail Home Place Business District West Home Place Commercial Corridor

PRIOR APPROVALS: P.C. Docket # _____ B.Z.A. Docket # _____ Building Permit# _____

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PERMIT NUMBER:

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

4. SIGN COMPANY/OWNER'S REP

5. DEPARTMENT CONDITIONS (COMPLETED BY DOCS STAFF)

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6. FEES (COMPLETED BY DOCS STAFF)

PERMIT NUMBER: _____

ADMINISTRATIVE ADLS AMENDMENT	\$109 + \$27.00/sign _____
SIGN PERMIT APPLICATION	\$103.00 _____
SIGN ERECTION	\$41.00/sign face + \$1.95/sf _____
INSPECTION FEE (Required if photography not provided)	\$141 OR Photo will be provided
TOTAL FEE	\$ _____

PERMIT ISSUED BY: _____ FEE RECEIVED BY: _____

RELEASED STAMP:

PAID STAMP:

7. DISCLAIMERS (COMPLETED BY DOCS STAFF)

APPLICANT, PLEASE NOTE THE FOLLOWING:

PERMANENT SIGNS:

- IF THE SIGN IN THIS APPLICATION IS A PERMANENT SIGN, THIS SIGN PERMIT IS APPROVED FOR THIS SIGN AT THIS LOCATION ONLY.
- IF THE APPLICANT RELOCATES AT A FUTURE DATE/TIME TO A NEW BUILDING, A NEW SIGN PERMIT IS REQUIRED FOR THE NEW LOCATION. ALL FEES APPLY.

TEMPORARY SIGNS:

- IF THE SIGN IN THIS APPLICATION IS A TEMPORARY SIGN, **THIS SIGN PERMIT EXPIRES ON:** _____. THIS SIGN PERMIT MAY BE RENEWED ANNUALLY FOR AN ADDITIONAL YEAR WITH A PERMIT BY RE-APPLYING. ALL FEES APPLY.
- IF THE SIGN IN THIS APPLICATION IS FOR AN *INTERIM BANNER PENDING A PERMANENT SIGN*, IT IS APPROVED FROM: _____ THROUGH _____ FOR A THREE MONTH TIME PERIOD. A SIGN PERMIT IS REQUIRED. IT MAY BE RENEWED FOR AN ADDITIONAL THREE MONTHS WITH A PERMIT BY RE-APPLYING. ALL FEES APPLY.

8. CITY CONTACT

PLEASE DIRECT ANY SIGN QUESTIONS TO THE DEPARTMENT OF COMMUNITY SERVICES (DOCS), ATTN:

ROSS PIETRZAK, SIGN PERMIT SPECIALIST
RPIETRZAK@CARMEL.IN.GOV

CITY OF CARMEL
DOCS, 3RD FLOOR
1 CIVIC SQUARE
CARMEL, IN 46032

P: 317-571-2417

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9. SIGN SIZE CHART A: Ground Signs – Single & Multi-tenant Buildings

Setback of Sign from Street Right-of-Way (minimum of 5 feet)*	Building Frontage (Tenant Unit)	Maximum Sign Area	Maximum Height of Ground Sign
5 - 50 feet	under 50 feet	30 sq. ft.	6 feet
	51 - 100 feet	45 sq. ft.	6 feet
	101 - 150 feet	60 sq. ft.	6 feet
	151 - 300 feet	75 sq. ft.	6 feet
51 - 100 feet	under 50 feet	35 sq. ft.	6 feet
	51 - 100 feet	50 sq. ft.	6 feet
	101 - 150 feet	65 sq. ft.	6 feet
	151 - 300 feet	80 sq. ft.	6 feet
101 - 200 feet	under 50 feet	40 sq. ft.	6 feet
	51 - 100 feet	55 sq. ft.	6 feet
	101 - 150 feet	70 sq. ft.	7 feet
	151 - 300 feet	85 sq. ft.	8 feet
201 - 300 feet	under 50 feet	45 sq. ft.	7 feet
	51 - 100 feet	60 sq. ft.	7 feet
	101 - 150 feet	75 sq. ft.	7 feet
	151 - 300 feet	90 sq. ft.	8 feet
	300 + feet	105 sq. ft.	8 feet
